



## OPEN POSITION POSTING

Opening Date: 11/2/2016

Closing Date: Until Filled

Position Title: Ministry Assistant, Go Now Missions

Department/Division: Collegiate Ministry Team

Job Type: Regular Full-Time, Exempt

Location: University of Texas at Arlington - 414 West Street, Arlington, Texas 76019

**BASIC FUNCTION:** Serve as Ministry Assistant and financial secretary to the Texas Baptist Student Missions Office (Go Now Missions), located at the Baptist Student Ministry building at the University of Texas at Arlington, 414 West Street, Arlington, Texas 76019.

Position description/objective: NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.

- \*1. **Financial Secretary - Record Keeping, Accounts Receivable and Accounts Payable duties** include preparing check requisitions and expense forms to pay bills as received in a timely manner, record keeping and reconciling of the Contribution Database of contributions given for student missionaries, maintaining the Donor Database, preparing and mailing appropriate acknowledgements to donors, manage Acceptiva donations, and ability to communicate regularly with students and BSM staff concerning giving, preparing monthly reimbursements, ability to communicate clearly and respectfully with the Controller's Office staff, and hold all transactions in confidence. Monthly reconciliation of Go Now financial records with Financial Edge reports will also be required. This responsibility will comprise 1/3 to 1/2 of the time for this job.
- \*2. **Receptionist for Texas Baptist Student Ministries** requires the ability to answer and assist callers to the center. A pleasant and patient voice and a perceptive listening ear are required.
- \*3. **Manage the office and assist with General Office Duties** include dealing with the daily mail; composing standard letters/emails in reply to routine correspondence; proofreading and correcting errors; typing labels, letters, envelopes, and invoices; maintaining processing, distributing, and updating records/databases, files, and documents.
- \*4. **Assist in the preparation of Publicity and Recruitment pieces.** This would include use of the following computer programs: Adobe Go Live; Adobe Photoshop Elements; Microsoft Power

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Point, Microsoft Publisher, Constant Contact. Mozilla Firefox, Quicktime and Real Player. Any ability to help design and lay-out web sites or publicity pieces is helpful.

- \*5. **Manage Insurance Coverage for student missionaries and events.** Maintain up-to-date lists of student missionaries' insurance coverage, take out needed insurance for individual student missionaries and events, and manage all insurance claims.
- \*6. **Assist in mobilizing and recruiting Student Missionaries** requires previous missions experience as a student missionary, US-C2, Journeyman or similar mission service. The person must have a passion for missions and a desire to work with college students. You must be able to assist in speaking about missions at a booth recruiting setting. You must also be able to assist in the interviewing and screening of student missionaries. This includes reading applications, conducting personal interviewing and discussing placement. Preparing students for travel will include navigating web sites related to required shots, visas and obtaining a passport. You will also have to be able to communicate with the various mission sending agencies we work with and the supervisors of each project.
- \*7. **Assist in planning Discovery Weekend, Discovery Day, Orientations, Debriefings, booths events and other state-wide meetings.** This will include setting up and maintaining registration records, planning travel for participants, preparing any printed materials or programs, planning catering needs, and assisting with program planning. Computer skills require ability to navigate airfare websites, hotel websites, booking in a time sensitive manner, as well as Outlook. Knowledge of Texas airports and the location of campuses around the state are also key.
- \*8. **Manage Major Mailings to BSM's and churches.** Manage all aspects of the multiple annual mailings to Baptist Campus Ministries and churches. This includes maintaining up-to-date mailing lists, managing the preparation of the mailing and leading a team of volunteers or staff and managing all postage needs.
- \*9. **Assist in Ongoing Encouragement of Student Missionaries.** Assist and reading and responding to student missionaries' reports, providing encouragement.
- \*10. **Attend meetings and participate in training as required.** To include but not limited to Selection Meeting Weekend (early Sept.), Interview Day (mid Oct.), Semester Orientation/Debriefing Weekends (early Jan. & mid-summer), Discovery Weekend (early Feb.), Late Interview Day (late March), Orientation Weekend (late May.)
- \*11. **Assist with Airport Runs.** Assist with seeing off and greeting returning student missionaries. This includes contact with the student and partners before and meeting them at the airport. Airport runs can happen during office hours, after hours and on the weekend.
- \*12. **Miscellaneous** assignments require flexibility and a team spirit to accomplish tasks and assisting any team member with a task that needs to be completed and other details that are a part of the Texas Baptist Student Missions office.
- \*13. **Maintain compliance with all BGCT policies and procedures, as well as all state and federal laws.**

**\*14. Perform other duties as required.**

\*Task which is considered to be an essential and primary function of the job

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**Required skills and experience:** NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.

1. In-depth understanding of a comprehensive field of knowledge.
2. Active membership in BGCT affiliated church during employment.
3. Commitment to Christian principles and teachings both professionally and personally, including specific student ministry skill development. Knowledge of and commitment to traditional Baptist distinctives.
4. Excellent communication skills.
5. Proficient time management skills and ability to multi-task and prioritize tasks.
6. Ability to speak, read, and write English. Bilingual in Spanish preferred.
7. Accounting skills to process invoices, vouchers, and checks and manage budget.
8. Must maintain confidentiality.
9. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
10. Ability to walk, stand and sit, sometimes for prolonged periods of time.
11. Ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
12. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
13. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
14. Ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
15. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
16. Professionalism in the workplace to include professional and accurate communication with others.
17. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Excel, Gmail, Microsoft PowerPoint, and internet skills.
18. Ability to operate standard office machinery to include but not limited to copier, fax, and calculator.
19. Sufficient good health to properly discharge duties required.

CONTACT:                    Human Resources  
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Texas Baptists is an Equal Opportunity Employer.

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